

**Bela-Bela Local Municipality
ICT Steering Committee Charter**



Table of Contents

- 1. INTRODUCTION**
- 2. PURPOSE**
- 3. LEGAL FRAMEWORK**
- 4. RESPONSIBILITIES OF ICT STEERING COMMITTEE**
- 5. MEMBERSHIP OF ICT STEERING COMMITTEE**
- 6. COMMITTEE MEETING**
- 7. CONCLUSION**

1. Introduction

Belabela Local Municipality ICT Division realized a need to establish ICT Steering committee (ICTSC) as a committee that will enhance ICT Governance. Whenever ICT steering committee is established there should be a charter outlining all the important aspects of the committee.

2. Purpose

The ICT Steering Committee plays one of the key ICT governance roles within the Municipality and as such it is necessary to describe the roles and responsibilities of the Committee and the meeting structure that suits the needs of the Municipality.

Provide strategic leadership for ICT through the alignment of ICT strategic objectives and activities with municipality objectives.

Prioritize ICT investment initiatives and deliver final approvals and recommendations proceeding with proposed ICT projects and ensure open communication between the ICT Division and other functional units of Belabela Local Municipality

3. Legal Framework

This charter take full cognizance of the legal framework provided in the following legislations and/or policies of the Municipality with respect to:

- a) The Constitution of the Republic of South Africa, 1996;
- b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
- c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);
- d) State Information Technology Act, 1998 (Act 88 of 1998);
- e) Electronic and Communications Act, 2005 (Act 36 of 2005);
- f) Electronic Communications Security Act, 2002 (Act 68 of 2002);
- g) Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000);
- h) Supply Chain Management Policy.

4. Responsibilities of the ICT Steering Committee

The ICT Steering Committee is responsible to:

- a) Ensure that ICT policies are aligned with municipality strategic objectives.

- b) Take action to ensure that the ICT projects are delivered within the agreed budget and timeframe.
- c) Monitor and report on the implementation of ICT projects against approved project plans, with particular emphasis on quality, risk management, benefits realization and change management.
- d) Assess the quality and value of business cases prepared for new ICT project proposals and provide advice and recommendations to the Council on the merits of new project proposals.
- e) Review and approve ICT project implementation plans and project management documents such as risk management, information security and policies.
- f) Provide the Council with regular progress reports on the implementation of the ICT Policies.
- g) Oversee development, approval and implementation of ICT Strategic objective
- l) Make recommendations on ICT related projects

5. Membership of the ICT Steering Committee

The ICT Steering Committee shall comprise of the following permanent members:

- a) Chief Financial Officer (Chairperson)
- b) Manager; Social Development & Community Services
- c) Manager; Planning and Economic Development
- d) Manager; Corporate Services
- e) Manager; Technical Services
- f) Divisional Manager Internal Auditor
- g) Divisional Manager Information Management
- h) Divisional Manager Revenue

Alternative members may be co-opted to attend the ICT Steering Committee meeting at the discretion of their respective Managers and the prior approval of the Chairperson.

The Chairperson may also invite other persons to attend meetings as required.

In the absence of a member his/her delegate may attend the meeting on his/her absence.

In the absence of the chairperson, the members shall amongst themselves elect an acting chairperson to chair the meeting.

6. Committee Meeting

- a) Decisions taken at meetings will be noted and the minutes will be distributed to committee members not later than a week after the meeting;
- b) The quorum for meetings will be a simple majority of the permanent members;
- c) The ICT Steering Committee must meet once per quarter;

7. Conclusion

Coordination of ICT investments and activities is essential in order to eliminate duplication of effort and data, avoid redundant expenditure and misuse of ICT resources.

CHARTER AUTHORITIES

Compiled by	D Nkuna
Designation	Divisional Manager IT
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Designation	Acting Corporate Services Manager
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CHARTER CHANGE RECORD

The following changes have been made to this policy:

Version	Description of Change	Date Approved